

Appendix H. Preliminary Engineering Oversight for Project Managers

Russell R. McMurry, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

Date

PI No. XXXXXXX, XXXXX County
Project Description

XXXX XXXXX, Mayor, Director or County Commissioner
City of XXXXX/ XXXXX County
Address

Dear XXXXX XXXXX:

The Georgia Department of Transportation (GDOT) is pleased to inform you that your proposed project has been added to the Statewide Transportation Improvement Plan (STIP). The GDOT Project Manager assigned to this project is XXXXX XXXXX and can be reached at (xxx) xxx-xxxx. They will be your primary point of contact throughout the duration of this project. They will be contacting you about your agency's procurement timeline, the development of your project schedule, and advising you through the Plan Development Process (PDP). As a reminder you are required to adhere to the guidance of the Local Administered Projects (LAP) Manual, which includes but is not limited to adherence of the Brooks Act Federal guidelines for consultant selection. The LAP Manual can be accessed via <http://www.dot.ga.gov/PS/Local/LAP>.

As the Local Public Agency (LPA), you will be responsible for completing the Local Letting Approval Form (LLAF) and submitting it to the GDOT Project Manager for approval to locally let a federally funded project. The LPA will be informed as to whether you will be required to fund GDOT oversight in the Preliminary Engineering or Construction phases of the project.

(The following paragraph should only be included if your project will require the execution of a PFA, otherwise it can be deleted.)
The Project Framework Agreement (PFA) is required on your proposed project since you are receiving federal funds in the preliminary engineering phase. The District # Planning and Programming Engineer, XXXXX XXXXX, will provide you with the PFA stating each phase (preliminary engineering, right of way, utilities and construction) of the project and who is financially responsible for them per the STIP. The PFA will need to be fully executed by you and GDOT before any invoices can be processed for reimbursement.

If you have any questions, please contact the Project Manager, XXXXX XXXXX at (xxx) xxx-xxxx.

Sincerely,

Albert V. Shelby, III
State Program Delivery Engineer

OH:AOH:PM

cc: XXXXX XXXXX, LPA Director/Manager
Honorable XXXXX XXXXX, Board Member, Congressional District XX
XXXXXX XXXXX, Division Director of P3/Program Delivery
XXXXXX XXXXX, MPO Planner
XXXXXX XXXXX, District Engineer
XXXXXX XXXXX, District # Planning and Programming Engineer

ATTACHMENT "G"

FEDERAL-AID HIGHWAY PROGRAM (FAHP) FUNDING PARTICIPATION AFFIDAVIT

For

Competitive Negotiation/Qualifications Based Selection Procurement for
Engineering and Design Related Services Contract

Name of LOCAL AGENCY:

Please check and sign only one option below:

OPTION A: ☐

If there is FAHP funding participating in an engineering and design related services contract, THEN the Federal competitive negotiation/qualifications based selection (Brooks Act) procurement procedures is still applicable.

Official Name and Title

Date

OPTION B: ☐

If FAHP funds are not participating in an engineering and design related services contract, the contracting agency may procure the services in accordance with its own established policies and procedures which reflect applicable State and local laws. However, the costs of consultant service contracts that utilize only State or local funding which were not procured, negotiated, or administered in accordance with applicable Federal laws and regulations would not be eligible to apply toward the non-Federal share of costs for subsequent phases (e.g., construction) of a FAHP funded project.

Official Name and Title

Date

**DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

INTER-DEPARTMENT CORRESPONDENCE

FROM: Bobby Hilliard, P.E., Program Control Administrator **DATE:** May 8, 2014
TO: Toby Carr, Director of Planning
Russell R. McMurry, P.E., Chief Engineer
SUBJECT: Preliminary Engineering (PE) Oversight Funding Structure for Non-GDOT Sponsored Projects
(Guidance for MPO's, TMA's, Project Managers and Project Delivery Staff)

Note: This memo supersedes the previous PE Oversight Memo, dated September 17, 2010.

PE Oversight Funding - Programming Guidance for a Non-GDOT Sponsored Project


This policy provides guidance during the planning and programming of a project to specify responsibility for funding PE Oversight to cover estimated resource activities and expenses for the Department prior to the execution of a Project Framework Agreement (PFA).

The Department has established the attached "Oversight Funding Responsibility Matrix for Locally Sponsored Projects" which details the conditions under which the Department will fund PE oversight with federal-aid funds and when the Department will request that the local government/project sponsor fund the Department's expenses associated with PE oversight. State funding participation for oversight is at the discretion and approval of the GDOT Chief Engineer and GDOT Director of Planning.

It is the responsibility of the GDOT Project Manager to utilize the **GDOT Oversight Estimate for Consultant & LAP Projects** Microsoft Excel™ Tool to estimate the PE oversight cost. The GDOT Project Manager will subsequently coordinate with the Office of Financial Management to establish an appropriate amount of federally funded PE oversight. Concurrently, the GDOT Project Manager will coordinate with the District Planning and Programming Engineer to engage the local government for processing the Project Framework Agreement (PFA) and to secure locally sourced PE oversight funds if appropriate. Please note that the STIP/TIP amendment process must be followed for adding oversight funds to a project.

PE Oversight funds will be used to administer the project and fund staff man-hours along with any other associated expenses incurred by any GDOT employee working on the project. The process detailed applies equally to both on-system and off-system routes on the National Highway System.

Upon approval, this process will be distributed to all GDOT Project Managers and incorporated into future Project Framework Agreements (PFA's) along with a copy of the PE Oversight Estimate.

Approved:  **Chief Engineer** **5/14/14**
Date

Approved:  **Director of Planning** **5/21/14**
Date

Attachment

“Oversight Funding Responsibility Matrix for Locally Sponsored Projects”

- (1) If a project does not have a subsequent phase programmed in the currently approved TIP/STIP+2, oversight funding (for all remaining phases of PE, ROW, CST & UTL) will be the responsibility of the local government regardless of PE fund source.
- (2) If a project does have a subsequent project phase programmed in the currently approved TIP/STIP+2, see phase oversight funding responsibility breakdown in the table below.

Oversight Responsibility - Next Phase of Project Is <i>Included</i> in the Approved TIP/STIP+2									
Project Fund Source	NHPP (M001)	STP<200k (M231)	STP-Urban (M230)	STP<5k (M232)	STP-Flex (M240)	TAP (M301)	CMAQ (M400)	Earmark	Local
Oversight Fund Source	Federal (M001)/State or Local ¹	Federal (M231)/State or Local ²	Federal/State ³	Federal (M232)/State or Local ²	Federal (M240)/State	Federal (M301)/Local or 100% Local	Federal/State ³	Earmark/Local or 100% Local	Local

¹ State match for oversight will be used if project is on state route system, local match for oversight will be requested if off state route system.

² State match for oversight is at the discretion of the GDOT Director of Planning & GDOT Chief Engineer

³ Oversight funds for M230 and CMAQ projects will be drawn from a specific M230 funded project programmed in the currently approved STIP.